

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



May 17, 1989

ALL-COUNTY LETTER NO. 89-45

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: UNACCOMPANIED MINOR REPORTS (ORR-3 AND ORR-4)

REFERENCE: ACL 84-130, ACL 86-86, ACIN I-90-86, ACIN I-21-88

Some problems were identified in the periodic reviews and Federal audits of Unaccompanied Minor (UM) reports submitted to the Refugee and Immigration Programs Branch (RIPB) and to the Federal Office of Refugee Resettlement (ORR). The following instructions should clarify the purpose and completion of the reports required by Federal Regulations 45 CFR 400.120.

- A. UM Placement Reports (ORR-3s) and UM Progress Reports (ORR-4s) are being submitted on minors who are not unaccompanied. According to Manual of Policies and Procedures (MPP) Section 69-212.1, an "Unaccompanied Minor" means a refugee who:
- 1) Meets the age requirements of MPP Section 42-101.1; and
  - 2) Entered the United States unaccompanied by and not destined to a parent, a close nonparental adult relative who is willing and able to care for the child, or any other adult with a clear and court-verifiable claim to custody of the minor; and
  - 3) Has no parents in the United States (MPP Section 69-212.1).
  - 4) However, Federal regulations point out that in cases where items 1-3 have been met but the child: a) lacks an I-94 labeled "unaccompanied minor" AND b) was first placed in California after 3/20/87, the child is not an unaccompanied minor. Counties must place the child in the State Aid to Families With Dependent Children-Foster Care program and send a letter and ORR-3 to the State RIPB requesting ORR to reclassify the child to UM status. The ORR will only grant the status from the date of RIPB's request; retroactive status will not be granted (January 30, 1986 Federal Register, Vol. 51, No. 20; 45 CFR 400.111).

## B. USE OF THE ORR-3

The ORR-3 is the Refugee and Entrant UM Placement Report. This form is used to report initial placement, change of status (e.g., change of placement, change of legal responsibility, relative reunification) and termination from the UM Program (e.g., emancipation, parental or relative reunification or other). Other problems noted in the review are:

1. Data in Section IA is not fully completed: All identifying data in Section IA, items 1-9, must be completed every time an ORR-3 is submitted. Although reporting of these items appears redundant, it serves to verify that information is accurate, and to update data not originally available. A notation should also be provided explaining if certain items are not known (e.g., "Social Security Number not received yet; application pending").
2. Incomplete information on sponsoring agency (Section 1B, item 12): Several UM Reports lack information regarding the voluntary agency which sponsored or assisted in the placement of the child. Some cases list other than the two voluntary agencies authorized to place UMs. These authorized agencies are the United States Catholic Conference (USCC) and the Lutheran Immigration and Refugee Services (LIRS). Counties receiving UMs whose sponsor is not USCC or LIRS should note why the child is being handled by another agency (e.g., "minor came with cousin who could not care for the child").
3. Reporting problems: The initial report shall be transmitted to RIPB within 30 days of the date of placement. Counties shall transmit the ORR-3 to report a change of status or a final report within 60 days of the date that placement changed, legal responsibility was established or transferred, minor was emancipated, reunited with parents, united with adults other than the parents, or other change of status. It is extremely important that Counties provide sufficient information regarding the reason for program termination in order for RIPB/ORR to determine the appropriateness of the final report.
4. Documentation problems: RIPB needs the white copy (to submit to ORR) and the yellow copy for RIPB files. Since the goldenrod (bottom) copy is often illegible especially if handwritten, and ORR regional has informed us they do not need the green copy, it is suggested that the Counties retain this green copy for their files. ALWAYS SEND THE WHITE AND YELLOW COPIES TO THE STATE RIPB, NOT TO THE FEDERAL ORR.

### C. USE OF THE ORR-4

The ORR-4 is the Refugee and Entrant UM Progress Report. This form is used to report annually the minor's status, progress, and efforts toward family reunification. DO NOT SUBMIT PROGRESS REPORTS TO REPORT CHANGES IN PLACEMENT STATUS OR TERMINATION FROM THE UM PROGRAM. Other problems identified in the review include:

1. Inadequate information on service plans: A copy of the most current services plan must be submitted with each ORR-4. The ORR is particularly concerned with reviewing the plan for services to better ascertain the progress of each UM. Specifically, the Federal rule requires that a services plan address, at a minimum:
  - 1) Family reunification;
  - 2) Appropriate placement of the unaccompanied child in a foster home, group foster care, supervised independent living, or other setting;
  - 3) Health screening and treatment, including provision for medical and dental examination and for all necessary medical and dental treatment;
  - 4) Orientation and counseling to facilitate the adjustment of the child to the American culture;
  - 5) Preparation for participation in American society with special emphasis upon English language instruction and occupational as well as cultural training as necessary to facilitate the child's social integration and to prepare the child for independent living and economic self-sufficiency; and
  - 6) Preservation of the child's ethnic and religious heritage.


There is no official form for the services plan. The semiannual foster care court review or any other narrative covering these items is appropriate to send with the ORR-4.

2. Reporting problems: The Progress Report is submitted to RIPB every 12 months from the initial date of placement. When submitting the ORR-4, the County is reminded to keep the pink copy and submit all other copies to RIPB.
3. White and yellow ORR-3 and ORR-4 copies are to be forwarded to:

Refugee and Immigration Programs Branch  
 Refugee Program Policy and Systems Bureau  
 744 P Street, M.S. 5-610  
 Sacramento, CA 95814

WHEN COMPLETING BOTH FORMS, PRESS FIRMLY SO ALL COPIES WILL BE LEGIBLE. Both forms are available through the State Department of Social Services Warehouse.

If there are any questions regarding the completion of individual forms, call Ms. Margery Winter at (916) 324-1541. Policy questions regarding the UM Program should be directed to Ms. Laura Williams, Chief, Refugee Program Policy and Systems Bureau, at (916) 322-3141.



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cc: CWDA  
Dr. Sharon Fujii